



Company: Vickery Energy  
Position: Land Administration Manager  
Location: Fort Worth, Texas

### Company Overview

Based in Fort Worth, Texas, Vickery Energy Management, LLC (“Vickery”) is a well-capitalized, privately held oil and gas company. The company was founded in 2024 by Quantum Capital Group (“Quantum”) and members of management following the successful acquisition, development, and divestiture of companies across upstream, midstream, and minerals in Appalachia in 2023.

### *Characteristics of Vickery:*

- The team is highly experienced and has a long history of working together.
- Vickery prides itself on fostering a culture of teamwork, comprised of high-integrity, dedicated, intellectually curious, honest, and execution-focused team members in a fast-paced environment.
- The team has acquired, operated, developed, and managed upstream, midstream, and mineral assets in nearly every major US Domestic basin.
- The Vickery team has a proven ability to manage large scale projects across a variety of basins.
- The team is focused on excellence in every facet of our business, each team member has a sense of responsibility for working together toward shared goals and to improve the status quo each day.

### Position Summary

The Land Administration Manager position will be located in Vickery’s Fort Worth, Texas office and will report to the Senior Vice President – Land (“SVP – Land”). This position will provide leadership and guidance across the organization’s land administration functions and will serve an active role in strategic land administration direction. This role will specifically be responsible for managing and overseeing the retrieval, organization, digital and physical storage, evaluation, and reporting of all land related documents and agreements acquired by Vickery. This position will work alongside and interact with finance, accounting, and other corporate departments on projects and work requests. As the company grows, this role will work alongside the SVP- Land to support build-out and recruitment of team members to support Vickery’s ongoing land administration efforts.

### Duties / Responsibilities

- Responsible for the day-to-day operations, management and direction of Vickery’s land administration
- Manage all land administration activities, including land personnel, land systems, land reporting, lease payments, and all other activities associated with an active lease and mineral buying campaign and drilling program
- Oversee the retrieval, review, accurate input and reporting of all documents and agreements into Vickery’s land system
- Proficiently manage and understand Vickery’s land system, including teaching the system to new team members
- Prepare and present weekly summaries to the SVP of Land
- Prepare and present executive summaries for management and BoD meetings
- Assist with identifying tools, software and resources needed within the land department and managing implementation of those resources



- Along with the SVP – Land, responsible for the overall team production, environment and culture within the land department
- Lead by example
- Performs other duties as assigned

**Required Skills / Abilities / Qualifications:**

- Excellent verbal and written communication skills, interpersonal and conflict resolution skills, and an ability to work in a fast paced and dynamic environment
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite and other related software
- Position requires an experienced, highly motivated, detail focused, team-oriented, high-integrity, humble, self-starter, with an ability to work in a fast-paced environment
- Strong drive for continuous improvement that is always looking to find new and better ways to do things, including the adoption of evolving technologies or improving workflows
- Exhibit the characteristics and behaviors of a Vickery Leader:
  - Integrity – must be a person of high character; genuine; consistent and acts in line with a clear and visible set of values and beliefs; candid (open, honest, direct, and truthful but can also keep confidences).
  - Inspires Others – be skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change.
  - Making Complex Decisions – solves tough and complex dilemmas; resourceful; is a quick study of the new and different; adds personal wisdom and experience to come to the best solutions, given the situation; uses multiple problem-solving tools and techniques.
  - Focused and Disciplined – sound judgment; can quickly separate the critical from the trivial; focuses on what matters most; prioritizes; attacks everything with drive and energy with an eye on the bottom line; plans, but not afraid to initiate action before all the facts are known; finishes what is started.
  - Team Leader – establishes guiding goals; aligns objectives, people, processes, and rewards; measures and communicates accomplishments, holds people accountable, and gives useful feedback; delegates and develops; provides coaching for today and for the future.
  - Humble – continuous learner; asks questions and listens well; seeks to understand before being understood; unselfish; puts the needs of the organization and others before self.
  - Consensus Building – builds consensus at all levels, including executives and Board for new ideas and initiatives; negotiates skillfully to achieve a fair outcome or promote a common cause.
  - Strategic Thinker – Thinks beyond the short-term and develops ambitious, but achievable, strategic plans; anticipates / sees around corners; can connect future plans and needs with present reality.
  - Relationship Builder – Network of existing relationships in the energy industry; creates and fosters relationships with both field and office personnel.

**Required Education and Experience:**

- 10+ years of oil and gas land experience with at least 5+ years being in a management role of an active drilling program, preferably in Appalachia
- Bachelor's degree



**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times